



# JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

## INTERNAL DEPARTMENTAL TRANSFERS/PROMOTIONS & SROA or SURPLUS CANDIDATES ONLY

ASSISTANT INVESTMENT OFFICER\* or

ASSOCIATE INVESTMENT OFFICER\* or

INVESTMENT OFFICER I\*

**\$2,632-4,155 (ASST IO) / \$4,111-4,997 (ASSOC IO) / \$4,516-5,489 (IO I)**

**CALIFORNIA ORGANIZED INVESTMENT NETWORK (COIN) PROGRAM  
SACRAMENTO**

The Department of Insurance is seeking to employ an experienced individual to perform analytical and research duties related to marketing California Organized Investment Network (COIN) Program investment opportunities in an effort to increase the level of insurance industry capital in investments for economic development and affordable housing in or benefiting California's low to moderate income urban and rural communities.

### RESPONSIBILITIES:

- Responsible for reviewing, analyzing and making recommendations regarding investment proposals received by COIN from nonprofit and for profit community organizations for potential investment by insurers including reviewing for consistency with COIN mission and evaluation criteria including provision of social benefit to underserved communities, while constituting a safe and sound investment providing fair return to potential insurance investors. Once investment bulletins are completed, oversee distribution of mailings, updates of COIN packages, and transfer of content to COIN website.
- Conduct marketing and provide consultative services to the insurance industry to increase awareness of the desirability of, and encourage voluntary participation in, the concept of community investment; responsible for marketing COIN community investment opportunities to approximately 1500 admitted insurance companies including outreach and solicitation primarily by phone but also utilizing the COIN Website, mailed bulletins, and e-mail communications; provide consultative services and technical assistance to community organizations related to applying for potential insurance industry investment.
- Conduct investment research on insurance company investment practices or preferences, and COIN insurer investment experience; identify, research, and conduct in-depth analysis of potential industry investments in low income and rural communities (i.e. equities, debt securities, commercial mortgages, joint ventures, partnerships, etc.).
- Gather and analyze data, and write and prepare reports on programmatic as well as quantitative aspects of COIN program performance and insurer participation, and oversee dissemination to all interested parties including Departmental management, the COIN Advisory Board, the Legislature, the insurance industry, consumer groups, and to the COIN Website.)

**DESIRABLE QUALIFICATIONS:** Strong analytical, and writing skills; proven capacity to produce high quality, accurate work; strong interest in community development. Knowledge of, or interest and ability to learn, community investment practices and instruments, investment analysis as it relates to community investments and the COIN mission, economic development, and affordable housing; Community Reinvestment Act (CRA), marketing or communications experience is a plus; finance, accounting or other financial analysis or credit analysis experience (experience with evaluating funding applications, cash flow projections, financial statements and projections, subsidized rental housing or mixed use project financing, real estate and rental loan underwriting a plus.); strong computer systems skills including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access, FrontPage); excellent interpersonal skills; ability to develop and maintain effective working relationships with community, consumer, insurance industry, and legislative groups -- plus enthusiasm; strong verbal and written communication skills -- tact; knowledge of, or interest and ability to learn, insurance industry organization and practices as it relates to the COIN mission; strong organizational skills with flexibility and willingness to handle multiple tasks concurrently; ability to work as part of a team as well as independently; willingness to travel.

**WHO MAY APPLY:** Applications will be accepted only from current California Department of Insurance employees at the Asst. IO, Assoc. IO, and/or IO I levels, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. **Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, transfer, list eligibility or Training and Development Assignment) on the state application.**

**APPLICATION PROCEDURE:** Send a completed standard State of California application to Delores McKinnon, Department of Insurance-COIN, 300 Capitol Mall, 16<sup>th</sup> Floor, Sacramento, CA 95814. **Please indicate "ASST IO-COIN #184-4518-XXX" or "ASSOC IO-COIN #184-7337-XXX" or "IO I-COIN #184-7338-XXX on the State application.** For additional information, please contact Delores McKinnon, COIN Director, at (916) 492-3534.

**FINAL FILING DATE: UNTIL FILLED**

**NOTE:** Interested individuals, including list eligibles, must submit an application in order to be considered for this position.

**DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD**

TC 3/17/2003  
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AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN  
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.